

**GLASTONBURY TOWN COUNCIL – 2017-2019  
TWENTY-NINTH TOWN COUNCIL – ORGANIZATIONAL AND REGULAR MEETING AGENDA  
TUESDAY, NOVEMBER 14, 2017  
7:00 P.M. – COUNCIL CHAMBERS, TOWN HALL  
2155 MAIN STREET, GLASTONBURY**

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**Council Members:**

Jill Barry

Stewart Beckett III

Deborah A. Carroll

Kurt P. Cavanaugh

Thomas P. Gullotta

Mary LaChance

Lawrence Niland

George P. Norman

Whit Osgood

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1. Call to Order – Town Clerk (Section 302).
  - (a) Pledge of Allegiance.
2. Public Comment.
3. Introduction of Town Council Members Elect – Town Clerk.
4. Administration of Oath of Office – Town Clerk (Section 302).
5. Official Town Council Photo.
6. Election of Chair and Vice Chair (Section 302).
  - (a) Appointment of Majority Leader.
  - (b) Appointment of Minority Leader.
7. Resolution establishing the Regular Meetings of the Council (Section 304).
8. Resolution establishing Rules of Procedure (Section 304).
9. Special Reports:
  - (a) Report on adopted State budget.
10. Old Business:
11. Town Manager's Report.
12. Communications:
  - (a) Letter from Robert Stein, Chair, CT Siting Council, regarding Town's intervenor status for telecommunications facility at 63 Woodland Street.
  - (b) Letter from Eversource regarding application to amend rate schedules.
13. Minutes of October 24, 2017 Regular Meeting.
14. Appointments and Resignations:
  - (a) Appointment of Council Clerk (Section 304).
  - (b) Appointment of Alternate Council Clerk.
  - (c) Representative to the Capitol Region Council of Governments.
  - (d) Resignation of Jay Boothroyd from the Town Plan & Zoning Commission.
  - (e) Appointment of Raymond Hassett to the TP&Z Commission to fill the unexpired term of Jay Boothroyd (R-2019)
  - (f) Resignation of Lawrence Niland as Alternate member of the TP&Z Commission (D-2019).
  - (g) Appointment of Jacob McChesney as Alternate member of the TP&Z Commission to fill the unexpired term of Lawrence Niland (D-2019).
15. Executive Session.
  - Potential land acquisition.
  - Pending Claim – CCHRO – Shubert.
  - Pending Litigation – Riverfront Park.
16. Adjournment.



# Town of Glastonbury

2155 MAIN STREET • P.O. BOX 6523 • GLASTONBURY, CT 06033-6523 • (860) 652-7500  
FAX (860) 652-7505

Richard J. Johnson  
Town Manager

November 9, 2017

The Glastonbury Town Council  
2155 Main Street  
Glastonbury, CT 06033

Re: Regular Meetings and  
Rules of Procedure

Dear Council Members:

The following items are scheduled for action on Tuesday evening.

## **Item #7 - Regular Meeting Schedule**

This establishes the Regular Council Meeting Schedule for 2018 and early 2019. A series of notes are provided to clarify as applicable.

*"BE IT RESOLVED, that the Glastonbury Town Council hereby adopts the Schedule of Regular Council meetings dated November 14, 2017 for calendar year 2018 and January 2019."*

## **Item #8 - Rules of Procedure**

The Council Rules of Procedure adopted December 2015 are attached. Council is asked to adopt these Rules and appoint a 2 member Subcommittee to review and make recommendations for any updates as applicable.

*"BE IT RESOLVED, that the Glastonbury Town Council hereby adopts the Council Rules of Procedure dated December 1, 2015."*

Sincerely,

Richard J. Johnson  
Town Manager

RJJ:yo  
Attachments

**TWENTY-NINTH TOWN COUNCIL**  
**2018-2019**

**SCHEDULE OF REGULAR COUNCIL MEETINGS FOR CALENDAR YEAR 2018**  
**THROUGH JANUARY 2019**

JANUARY 9  
JANUARY 23

FEBRUARY 13  
FEBRUARY 27 – Budget Workshop at 6:00 p.m. and  
Regular Meeting to follow.

MARCH 13  
MARCH 21 or 22 – Final Budget Hearing (not later than  
March 27<sup>th</sup>)  
MARCH 27

APRIL 10 – school vacation week – meeting typically  
not scheduled  
APRIL 24

MAY 8  
MAY 22

JUNE 12  
JUNE 26

JULY 10  
JULY 24

AUGUST 7 - First Tuesday of August

SEPTEMBER 11 – (Rosh Hashanah 9/10)  
SEPTEMBER 25

OCTOBER 9  
OCTOBER 23

NOVEMBER 13  
NOVEMBER 27 – As Needed

DECEMBER 4 – First Tuesday of December

JANUARY 8 (2019)  
JANUARY 22 (2019)

Regular Town Council meetings are generally held on the second and fourth Tuesday of each month at 7:00 p.m. in the Council Chambers of Town Hall, 2155 Main Street, Glastonbury. Exceptions to this schedule are noted above and will be formally noticed as applicable throughout the year. There is only one regular Council meeting in April, August and December, 2018.

NOTES:

- School vacation is the week of April 9<sup>th</sup>. Council typically does not schedule this meeting and holds 1 meeting in April on the 3<sup>rd</sup> or 4<sup>th</sup> Tuesday, April 17<sup>th</sup> or 24<sup>th</sup>.
- The Final Budget Hearing must be held not later than March 27<sup>th</sup>. Suggested dates include Wednesday and Thursday, March 21<sup>st</sup> and 22<sup>nd</sup>.
- Rosh Hashanah begins at sundown on Monday, September 10<sup>th</sup>.
- November 27<sup>th</sup> meeting held as needed.



Approved December 1, 2015

**RULES OF PROCEDURE  
GLASTONBURY TOWN COUNCIL  
2017- 2019**

**INTRODUCTION:**

It is the intention of the Council of the Town of Glastonbury to conduct the Town's business in an efficient and organized manner for the convenience of the citizens of the Town. In order to accomplish this, Rules of Procedure are required to supplement the requirements of Chapter 3 of the Connecticut General Statutes and Chapter 3 of the Glastonbury Town Charter. In addition, Robert's Rules of Order, Newly Revised September 2011, shall be used to govern parliamentary procedure to the extent not set forth below.

**1. REGULAR MEETINGS:**

Generally, the Council meets in regular session on the second and fourth Tuesdays of each month at 7:00 p.m. in the Glastonbury Town Hall, or at such other time or place as the Council may designate by majority vote of the members present at a regular meeting. If at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day.

**2. SPECIAL MEETINGS:**

Special meetings may be called by the Chairman, by majority vote of the members present at any regular or special meeting of the Council, or upon written request of three (3) members of the Council to the Town Manager. The Town Manager shall give notice of such meeting stating the means by which the meeting was called and the purpose, time and location of the meeting. The Town Manager shall cause such notice to be given to each member of the Council and the Town Clerk, at least two (2) days before such meeting either (i) at a regular or special meeting of the Council, (ii) by serving such notice personally upon them, or (iii) by leaving such notice at their respective places of residence; provided however, a Council Member may, in accordance with CGS Section 1-225(d), dispense with delivery of notice at his or her place of residence by providing the Clerk of the Council with a waiver of such requirement, which waiver may also authorize delivery of such notice by electronic means.

**3. EMERGENCY MEETINGS:**

Notwithstanding other provisions of these rules, emergency meetings may be called by the Chairman or on written request by three (3) members of the Council to conduct business in accordance with Section 311 of the Charter of the Town of Glastonbury. Notice of such meeting, stating the time, place and purpose, shall be given to each member of the Council and the Town Clerk at least twenty-four (24) hours before such meeting, either (i) at a regular or special meeting of the Council, (ii) by serving such notice personally upon them, or (iii) by leaving such notice at their respective places of residence; provided however, a Council Member may, in accordance with CGS Section 1-225(d), dispense with delivery of notice at his or her place of residence by providing the Clerk of the Council with a waiver of such requirement, which waiver may also authorize delivery of such notice by electronic means.

Additionally, the twenty-four (24) hour requirement may be waived provided at least five (5) members of the Council agree that it be waived and provided all members of the Council have been given such notice by one of three means given above, and provided a copy of the minutes of the meeting stating the nature of the emergency and the proceedings occurring at such meeting are filed with the Town Clerk within two (2) hours of the opening of the next business day. Only those matters contained in the notice may be considered at the emergency meeting.

4. **PUBLIC COMMENT SESSION:**

At the opening of each Council meeting, an opportunity should be provided for the public to be heard. Each person shall sign his or her name and address on a sheet, and restrict his/her comments to three (3) minutes, and may not speak more than once at any Council session. The Chairman will recognize persons and shall give priority to those persons desiring to speak on items on the agenda for the meeting, except those items duly scheduled as a public hearing. No debate or dialogue between members of the public and the Councilors will be permitted. However, during the time set aside for Council business, a Councilor may ask questions of citizens concerning particular business items. Questions, responses and follow-up to the Public Comment Session can be presented and discussed as part of the 'Special Reports' portion of the agenda.

The time set aside for citizen comments shall be up to one-half (1/2) hour immediately following the roll call at regular meetings. The Public Comment Session may be extended at the discretion of the Chairman.

5. **ORDER OF BUSINESS:**

The business of all regular meetings of the Council shall be transacted in the following order, unless the Council, by at least five (5) affirmative votes, changes the order:

- (1) Roll Call and Pledge of Allegiance
- (2) Public Comment Session
- (3) Special Reports
- (4) Old Business
- (5) New Business
- (6) Consent Calendar
- (7) Town Manager's Report
- (8) Committee Reports
- (9) Communications
- (10) Minutes
- (11) Appointments and Resignations
- (12) Executive Session

The business of all special and emergency meetings of the Council shall be transacted in the following order, unless the Council, by at least five (5) affirmative votes, changes the order:

- (1) Roll Call.
- (2) Public Communications and Petitions pertaining to the Call.
- (3) Special Business as contained in the Call.

Meetings shall not extend past 11:00 p.m. unless approved by five (5) affirmative votes.

6. **AGENDA:**

- (a) All reports, communications or other matters to be submitted to the Council shall be delivered to the Town Manager at least seven (7) days prior to each regular meeting. When action of the Council is desired, a specific resolution or ordinance, or recommendation for the type of action, should be included with the material submitted. No action shall be taken under Committee Reports or Appointments and Resignations unless a specific subject matter is indicated on the agenda.
- (b) The Town Manager shall form an agenda by listing such matters according to the order of business above and shall generally meet with Council Leadership the week prior to each regular meeting to review proposed agenda topics. The Town Manager shall furnish each member of the Council a copy of the agenda and the supporting material at least four (4) days prior to the Council meeting, if reasonably possible. Simultaneously, a copy of the



agenda shall be furnished to the Town Clerk's Office. In addition, the Town Manager shall arrange for display of one or more copies of the agenda for use of the general public at the time of the meetings of the Council in an appropriate manner.

- (c) Matters may be added to the agenda for a regular meeting upon the affirmative vote of two-thirds of the members present and voting but not fewer than five (5) affirmative votes.
- (d) Action may only be taken at a regular meeting concerning matters that are on the agenda for that regular meeting as a result of either (a) or (c) above. The absence of a resolution or ordinance or recommendation for type of action in the agenda or supporting material shall not be cause for prohibiting action that is otherwise proper.

**7. PRIVILEGE OF THE FLOOR:**

Except when a member of the Council has, or desires, the floor, the Town Manager shall have the privilege of the floor for the purpose of giving information to the Council. The Town Attorney shall also have the privileges of the floor for the purpose of advising the Council on legal matters. The general public shall also have the floor at the discretion of the Chairman.

**8. MOTIONS:**

- (a) In the event the Chairman desires to make a motion, he/she shall relinquish the Chair to the Vice Chairman who then shall preside during any discussion and vote on such motion or motion as amended, following which the Chairman shall reassume the Chair.
- (b) When a member of the Council wishes to move a question, five (5) affirmative votes are required.
- (c) If a member of the Council wishes to abstain from voting, the member shall so state, along with the reason, before the vote is called for, and the member's vote shall be recorded as an abstention.
- (d) A meeting of the Council, Regular, Special or Emergency, may adjourn on order of the Chairman or on motion of a member of the Council, seconded and carried by a majority of the members of the Council present.

**9. CONSENT CALENDAR:**

- (a) When the Town Manager determines that any item of business requires action by the Council, but is of a routine and non-controversial nature, the Town Manager may cause such item to be presented at a regular meeting of the Council as part of a Consent Calendar.
- (b) The Consent Calendar shall be introduced by a motion "To approve the Consent Calendar", and shall be considered by the Council as a single item and voted accordingly.
- (c) There shall be no debate or discussion by any member of the Council regarding any item on the Consent Calendar.
- (d) All items on the Consent Calendar which require public hearings shall be open for hearing simultaneously, and the Chairman shall announce, or direct the Clerk of the Council to announce, the titles of all such items.
- (e) On objection by any member of the Council to inclusion of any item on the Consent Calendar, that item shall be removed from the Consent Calendar. Such objection may be recorded at any time prior to the taking of a vote on the motion to approve the Consent Calendar. All such items shall be considered individually in an order determined by the Chairman.

- (f) Approval of the motion to approve the Consent Calendar shall be fully equivalent to approval, adoption or enactment of each motion, resolution, ordinance or other item of business thereon, exactly as if each had been acted upon individually.

- (g) The Consent Calendar may include appointments and resignations.

10. **CONDUCT OF PUBLIC HEARINGS:**

**A. General Provisions:**

Public Hearings of the Glastonbury Town Council shall be called to order at the appointed hour by the Chairman of the Council, who shall preside at such hearings.

When a public hearing on more than one subject is scheduled for the same time and place, the subjects shall be heard by the Council in the order in which they are listed in the notice of the hearing. Any change in such order can be made with the unanimous consent of the members of the Council present at the hearing.

**B. Specific Provisions:**

(a) Identification

Persons desiring to speak must give their name, address and the name of the organization they represent, if any, to the Clerk of the Council, either prior to the commencement of the hearing or immediately upon being recognized by the Chairman.

(b) Time Allotted to Hearings

The sponsors of the hearing subject shall confine their remarks to twenty (20) minutes and others speaking on the subject to five (5) minutes each unless an extension is granted by the Chairman. The Chairman may limit the public hearing to two (2) hours and limit all public hearings scheduled for the same date to three (3) hours. In the event that a public hearing is recessed before conclusion, it shall be recessed to a subsequent time and date set by the Council upon declaring the hearing to be in recess.

(c) Speaking at Public Hearings

Proponents of the subject of the hearing shall be the first to speak. The sponsoring organization shall be permitted the first opportunity to speak on behalf of the proponents. Other proponents may then speak on the subject. In matters of priority, the Chairman shall determine the order of speakers as well as when questions may be asked and/or answered. When all proponents have completed their remarks, the opponents shall be given equal opportunity to speak on the subject. At the discretion of the Chairman, the order of speakers (proponents, opponents, others) at a public hearing may be changed.

(d) Limit on Time a Person May Speak

No person shall be permitted to speak more than once on the hearing subject, except that questions may be addressed through the Chairman to persons who have spoken at the hearing. In the event that new material is introduced, previous speakers may, at the discretion of the Chairman, address remarks to the new material.

(e) Additional Information Following Conclusion of Public Hearing

Following the conclusion of the public hearing, the Council will not consider additional



evidence, presentations, explanations, or arguments by either proponents or opponents of the subject of the hearing. The Council may consult with members of Town staff concerning matters raised or evidence introduced at the public hearing; however, the Council may not use consultations with members of Town staff as a means of obtaining new or additional evidence, presentations, explanations or arguments not presented at the public hearing. Additionally, following closure of a public hearing, members of the Council shall have the opportunity to express findings and conclusions on the public hearing subject. These findings and conclusions may, at the Council's request, be incorporated by Town staff into a proposed resolution regarding the public hearing subject for subsequent action by the Council.

**C. Participation - Public Hearing - By Members of the Council:**

Members of the Council shall not speak during a public hearing except to submit questions with the permission of the Chairman.

**11. COMMITTEES:**

Special committees for a particular purpose may be appointed by the presiding officer, subject to the confirmation of the Council.

**12. AMENDMENTS:**

Any amendment to these rules shall be submitted in writing at any regular meeting of the Council and may be adopted by no less than five (5) affirmative votes of the members at a subsequent meeting of the Council.

**13. REPEAL:**

All previously adopted rules governing Council procedures, exclusive of Charter provision, if any, are hereby repealed.

**14. ESTABLISHMENT OF A CITIZENS AWARD OF MERIT:**

A Citizens Award of Merit will be awarded to residents who, through their individual efforts, make significant contributions to our community. This award will be based on the following factors:

- (a) Acts of heroism.
- (b) Individual achievement of distinction in the arts, athletic endeavors, science or education.
- (c) Significant personal contributions to the Town of Glastonbury and its people.
- (d) The Town Manager will recommend an appropriate symbol for this award.
- (e) Awards will be determined by a four (4) person committee consisting of the Town Manager (or designee), Chairman of the Town Council, Council Minority Leader and Editor of the Glastonbury Citizen. Votes making the award must be unanimous.

At its meeting on December 10, 1991, the Council unanimously voted to attach the Guidelines for Utilizing Services of Town Attorney and Cataloging of Opinions to the Rules of Procedure.

**15. GENERAL GUIDELINES:**

**Executive Session**

Executive Session, as needed, may be held at the start, during, or at the end of Regular, Special and Emergency meetings as determined by the particular topic and business agenda for the particular meeting.

### Public Hearings

Public hearings on major topics shall be scheduled to allow for continuance, as needed, to the next following Council meeting.

ADOPTED: February 23, 1982  
REVISED: February 22, 1983  
REVISED: November 16, 1983  
REVISED: May 29, 1984  
REVISED: November 26, 1985  
REVISED: April 14, 1987  
REVISED: January 9, 1990  
REVISED: May 28, 1991  
REVISED: December 10, 1991  
REVISED: May 12, 1992  
REVISED: November 23, 1993  
REVISED: December 14, 1993  
REVISED: December 12, 1995  
REVISED: December 9, 1997  
REVISED: December 14, 1999  
REVISED: January 8, 2003  
REVISED: NOVEMBER 25, 2003  
REVISED: NOVEMBER 15, 2005  
REVISED: DECEMBER 5, 2007  
REVISED: DECEMBER 9, 2009  
REVISED: JANUARY 10, 2012  
REVISED: DECEMBER 3, 2013  
REVISED: **DECEMBER 1, 2015**

**GLASTONBURY TOWN COUNCIL  
EMERGENCY AND SPECIAL MEETINGS**

**WAIVER OF NOTICE REQUIREMENT BY DELIVERY TO PLACE OF RESIDENCE AND  
AUTHORIZATION TO PROVIDE SUCH NOTICE BY ELECTRONIC MEANS**

In accordance with CGS Section 1-225(d), I hereby waive the requirement that notice of special and emergency meetings be delivered to me at my place of residence and authorize the delivery of such notice to me by electronic means to the following address:

E-mail address: \_\_\_\_\_

(Name) \_\_\_\_\_

(Date) \_\_\_\_\_

## APPENDIX 1

### GUIDELINES FOR UTILIZING SERVICES OF TOWN ATTORNEY AND CATALOGING OF OPINIONS

1. All requests for opinions by the Town Attorney shall emanate only from the Town Manager or at the request of a majority of the Town Council, or the Council Chairman.
2. All requests for opinions shall be in writing with a copy of such request to be filed with the Town Manager.
3. All opinions rendered by the Town Attorney shall be in writing with the original directed to the requesting authority and a copy for file purposes to the Manager's Office.
4. All opinions received by the Town Manager or copies thereof shall be kept on file in the Manager's Office.
5. When in the judgment of the Manager or Town Attorney such opinion may be of general application to bodies other than the originating authority, such opinion shall be distributed to such other bodies as are appropriate.
6. In the event that the Town Attorney is unable to serve because of a conflict of interest, the Town Manager shall be so advised. In such cases, the Council shall be advised and the matter referred to the Alternate Town Attorney previously designated by the Town Council.
7. In the event that any Board, Commission or Town official in furtherance of their duties and obligations elects to commence any action in which the Town, or any agency thereof, is to be the plaintiff, notice of such intention to so commence such action shall be given to the Town Council no less than fourteen (14) days before such action is officially commenced. The official commencement of any such action shall be deemed to occur when documentation sufficient to initiate the action is delivered to a sheriff or other proper person for service or filed with such agency or commission having jurisdictions of the subject matter of such complaint.

Revised 12/12/95



**AMENDED AND ADOPTED BY THE TOWN COUNCIL ON 12/10/85**

**APPENDIX 2**

**GLASTONBURY TOWN COUNCIL RECOMMENDED PROTOCOLS**  
**29<sup>TH</sup> COUNCIL**

1. Glastonbury Town Council members recognize that the Town Manager is, under Section 407 of the Glastonbury Code, the personnel officer for Town administrative officials and departments, except the department of Education.

In consideration of this fact, Council members agree that they shall direct all requests for use and access to such personnel or information members might desire or require from personnel or departments through the Town Manager. The major reason for such a chain of command is that the performance of duties are assigned and controlled by the Town Manager, and interference in those assignments has both a financial and performance impact on a department and individuals. The exception to this protocol is the normal access to the assigned staff of Council subcommittees.

2. Council members agree that all and any information requested by a Council member through the Town Manager shall be made equally available to all Town Council members in a timely manner.
3. Council members agree that Town Council Committee activities shall originate by Town Council motion to refer at a regular meeting, or by consensus at said meeting. A committee may request to undertake a specific issue by request to Council at a regular meeting as a regular agenda item or under its committee report. This assists in controlling use of staff time to only those issues a majority of the Town Council wishes to pursue.
4. Town Council members agree that each shall be familiar with the Code of Ethics applying to all elected and appointed officials and will notify fellow Council members of any existing conflicts in a timely manner, should one arise. This is especially important when zoning matters are involved so that an appropriate replacement can be found, as required by Charter.
5. Council members recognize that attendance at regular meetings and acceptance of responsibilities on Council subcommittee meetings is necessary to accomplish Council goals.
6. Town Council members agree that these protocols as well as the Use of the Town Attorney rules, as attached to the Rules of Procedure, and our Rules of Procedure will assist us in the performance of our public duty.

**AMENDED NOVEMBER 25, 2003**



# Town of Glastonbury

2155 MAIN STREET • P.O. BOX 6523 • GLASTONBURY, CT 06033-6523 • (860) 652-7500  
FAX (860) 652-7505

Richard J. Johnson  
Town Manager

November 9, 2017

The Glastonbury Town Council  
2155 Main Street  
Glastonbury, CT 06033

Re: State Budget

Dear Council Members:

On October 31<sup>st</sup>, Governor Malloy signed the State budget for fiscal years 2018 and 2019. The following summarizes State Aid under the adopted State budget and Town budget approved by Council in March of this year.

## Operating Revenue – FY 2018

	TOWN ADOPTED	STATE ADOPTED	DIFFERENCE
MV Grant <sup>1</sup>	\$1,165,733	\$0	(\$1,165,733)
Municipal Revenue Sharing	1,086,151	0	(1,086,151)
Educational Cost Sharing	148,478	6,321,661	6,173,183
Municipal Stabilization Grant <sup>2</sup>	0	305,879	305,879
Net Change			\$4,227,178

<sup>1</sup>The 32 mill cap for MV taxes is increased to 39 and 45 mills, respectively, for 2018 and 2019.

<sup>2</sup>This is a new grant effective 2018.

Based on the preceding, operating revenues in the current year are \$4.23± million greater than the Town budget adopted in March. When the Town budget was enacted, State Aid was projected to decline significantly in the current year. As a result, Town and Education funding was held at FY2017 levels. This translated to a \$1± million and \$3± million decrease in Town and Education budget proposals. For Town operations, the \$1± million reduction was achieved through a series of less than favorable choices. In each case, the reduction was not in the long-term best interest of Town operations. When enacting the budget, there was discussion that should State Aid be greater than anticipated, such grant monies could be appropriated to Town and Education.

For FY2019, the ECS and Stabilization grants total \$6,214,782 and \$522,007 respectively.

## Capital

Annual grants for Capital projects including Town Aid, LoCIP and Municipal Projects are generally consistent with anticipated funding levels. Specifically \$460,888, \$374,757 and \$240,799. This State funding is recognized under the annual Capital Improvement Program.

Several other changes are summarized below:

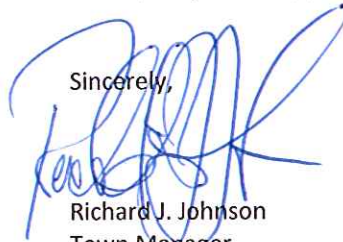
- The State budget does not include mandated municipal contributions to the Teachers Retirement Fund.
- Arbitrators may not consider General Fund Balances up to 15% - ability to pay.
- Increases the threshold for prevailing wage requirements for new construction from \$400,000 to \$1 million.
- Allows cities and towns to amend FY 2018 budgets to reflect adopted State Aid.

There is some question on funding for the Renters Rebate program. Historically, this is funded through the State. I understand this will be addressed as part of an upcoming special session. For Glastonbury, reimbursements total \$150,000 annually.

Lastly, enabling legislation is approved to allow cities and towns to amend adopted budgets to reflect increases in State Aid. Such amendments must be made in the same manner the budget was originally adopted. For Glastonbury, final action is by the Council with a public hearing.

Council will discuss this matter in detail over coming weeks. In the meantime, the preceding provides a good summary of the adopted State budget for 2018-2019.

Sincerely,

A handwritten signature in blue ink, appearing to read 'RJ Johnson', is written over the word 'Sincerely,'.

Richard J. Johnson  
Town Manager

RJJ:yo





# Town of Glastonbury

2155 MAIN STREET • P.O. BOX 6523 • GLASTONBURY, CT 06033-6523 • (860) 652-7500  
FAX (860) 652-7505

Richard J. Johnson  
Town Manager

November 9, 2017

The Glastonbury Town Council  
2155 Main Street  
Glastonbury, CT 06033

Re: Town Manager's Report

Dear Council Members:

The following will keep you up-to-date on various topics.

**1. Communication Tower.**

The CT Siting Council will hold public hearings in Council Chambers on Thursday, January 11, 2018 from 3:00 p.m. and 6:30 p.m. This is for the 150± foot communication tower proposed for the Cavanna property at 63 Woodland Street. Glastonbury is granted party status and may present testimony, as applicable. This topic will be scheduled for discussion in advance of the January public hearings.

**2. Roundabout.**

A question was asked on trees planted within the median-sidewalk areas of the new roundabout at Hebron Avenue and New London Turnpike. Specifically, could these trees block sightlines between pedestrians and motorists. The selected species are a columnar variety which are characterized by a column like growth pattern. This is intended to minimize any sightline issues as compared to varieties with a more spreading growth. This will be monitored and adjustments made as needed.

**3. Public Information Hearing.**

State DOT will hold a public information meeting at 7:00 p.m. on Thursday, December 14, 2017 in Council Chambers. The topic involves planned reconfiguration of the exit ramps from Rt. 17 to New London Turnpike and removal of existing bridges.

Sincerely,

Richard J. Johnson  
Town Manager

RJJ:yo





# STATE OF CONNECTICUT

## CONNECTICUT SITING COUNCIL

Ten Franklin Square, New Britain, CT 06051

Phone: (860) 827-2935 Fax: (860) 827-2950

E-Mail: [siting.council@ct.gov](mailto:siting.council@ct.gov)

[www.ct.gov/csc](http://www.ct.gov/csc)

ITEM #12(A)

11-14-2017 Organizational Meeting

RECEIVED

2017 OCT 30 PM 2: 33

TOWN MANAGER

### VIA ELECTRONIC MAIL

October 27, 2017

Richard J. Johnson  
Town Manager  
Town of Glastonbury  
2155 Main Street  
P.O. Box 6523  
Glastonbury, CT 06033-6523  
[richard.johnson@glastonbury-ct.gov](mailto:richard.johnson@glastonbury-ct.gov)

RE: **DOCKET NO. 478** - Eco-Site, Inc. and T-Mobile Northeast, LLC application for a Certificate of Environmental Compatibility and Public Need for the construction, maintenance, and operation of a telecommunications facility located at 63 Woodland Street, Glastonbury, Connecticut.

Dear Mr. Johnson:

In response to your request of September 27, 2017, during a public meeting held on October 26, 2017, pursuant to Connecticut General Statutes §§16-50n and 4-177a, the Connecticut Siting Council (Council) granted the Town of Glastonbury party status in Docket No. 478.

Please note that the Telecommunications Act of 1996, a law passed by Congress, restricts this Council's actions. For example, this Act prohibits any state or local government agency, including this Council, from regulating telecommunication towers on the basis of the environmental effects of radio frequency emissions to the extent that such towers and equipment comply with the FCC's regulations concerning such emissions. Also, this Act blocks state and local government agencies, such as this Council, from prohibiting personal wireless services for any town or area. Finally, this Act prohibits such state and local government agencies from unreasonably discriminating among wireless service providers. We ask that you please keep this in mind when preparing your case.

All filings submitted to the Council must consist of an original and 15 copies with the docket number, properly collated and paginated, and bound. In accordance with Section 16-50j-12 of the Regulations of Connecticut State Agencies and with the State Solid Waste Management Plan, the Council is requesting that all filings be submitted on recyclable paper, primarily regular weight white office paper. Please avoid using heavy stock paper, colored paper, and metal or plastic binders and separators. It is also requested that an electronic version of all filings be sent to [siting.council@ct.gov](mailto:siting.council@ct.gov).

The Council's preferred service to parties and intervenors is electronic mail. If you wish to receive hard copies of documents via regular mail, please notify the Council in writing. Parties and intervenors are required to serve all other parties and intervenors a copy of any material submitted in this docket, unless service is waived. A copy of the current service list can be found on the Council's website for this proceeding.

Copies of all documents filed to date in this proceeding are available for your review at the Council's office and on the Council's website under Pending Matters. On the Council website you may sign up for our e-alert service which sends emails when the agenda, agenda minutes, and Pending Matters pages are updated. Pursuant to Section 16-50j-16 of the Regulations Connecticut State Agencies, you or your representative are responsible for obtaining and reviewing all of the materials for the proceeding. Enclosed for your convenience is the Council's Guide to Party and Intervenor Status. Please contact Melanie Bachman, if you require any further information regarding the Council's procedure.

Very truly yours,



Robert Stein  
Chairman

RS/RDM/lm

Enclosure: Connecticut Siting Council Information Guide to Party and Intervenor Status

c: Service List dated October 26, 2017





# STATE OF CONNECTICUT

## CONNECTICUT SITING COUNCIL

Ten Franklin Square, New Britain, CT 06051

Phone: (860) 827-2935 Fax: (860) 827-2950

E-Mail: [siting.council@ct.gov](mailto:siting.council@ct.gov)

Web Site: [www.ct.gov/csc](http://www.ct.gov/csc)

### CONNECTICUT SITING COUNCIL INFORMATION GUIDE TO PARTY AND INTERVENOR STATUS

The Connecticut Siting Council (Council) will name or admit as a **party** any person whose legal rights, duties or privileges will be specifically affected by the Council's decision in a docket.

The Council will name or admit as an **intervenor** any person whose participation is in the interests of justice and will not impair the orderly conduct of the proceedings.

#### Service List and Service Requirements

Once a person is named or admitted as a party or intervenor, they will be added to the "Service List," which lists all of the participants in a docket that is prepared and made available to the public under the link for a specific docket on the "Pending Proceedings" page on the Council website. Parties and intervenors will receive documents via e-mail. If a party or intervenor prefer to have hard copies of documents via regular mail, they must notify the Council in writing. Also, documents filed with the Council must contain one original, 15 copies and an electronic version for scanning to the website via e-mail or disk. The Council, parties and intervenors must send a copy of any document filed in a docket to every person on the service list and include a certification as follows:

"I hereby certify that a copy of the foregoing document was electronically mailed to the following service list on (date)." Signature and printed name of the sender.

#### Conduct of the Proceedings

- A. **Pre-hearing Conference:** The Council will schedule a pre-hearing conference on procedural matters in the Council's office or by telephone. All parties and intervenors are requested to attend or participate. This is the proper venue to informally discuss the Council's procedure and ask any questions related to procedure. Failure to attend results in a lost opportunity to discuss process matters. The Council will also announce a schedule for the submission of pre-filed testimony and pre-hearing interrogatories.
- B. **Pre-Filed Testimony:** The Council requires that testimony be pre-filed with the service list before the hearing to avoid direct testimony and to save the time and expense of the public at the hearing. Pre-filed testimony is the only chance for parties and intervenors to make a statement of position. Pre-filed testimony is posted on the docket webpage and is part of the record in a proceeding. Pre-filed testimony consists of allegations of fact and statements of position with exhibits attached in support of the allegations of fact and stated position. Parties and intervenors are not permitted to make statements (ex. directly testify) during the hearing.
- C. **Pre-hearing Interrogatories:** The Council encourages parties and intervenors to file pre-hearing questions to the applicant and other parties and intervenors in the proceeding on any information in the record, including, but not limited to, the application, other pre-hearing questions, pre-filed testimony of the applicant or pre-filed testimony of other parties and intervenors in the proceeding. Pre-hearing questions are an opportunity for parties and intervenors to request more information. The applicant, parties and intervenors are obligated to respond to pre-hearing

questions directed to them that are filed by the Council, the applicant and any party or intervenor in the proceeding in accordance with the schedule announced by the Council.

- D. Administrative Notice:** The Council routinely develops a list of exhibits known as "Administrative Notice Items" in every docket. Administrative Notice items are generally recognized technical or scientific facts within the Council's specialized knowledge, including, but not limited to, prior decisions of the Council, publications of federal state agencies such as the Federal Communications Commission and publications of other state agencies such as the Department of Transportation. Scientific studies or publications for which the author is not available for questioning by participants in the proceeding should be submitted as administrative notice items rather than exhibits attached to pre-filed testimony.
- E. Experts and/or Witnesses:** Experts and/or witnesses are the authors of pre-filed testimony and attached exhibits. They are the sponsors of the information contained in pre-filed testimony and are sworn in during the hearing. After the experts and/or witnesses are sworn in, they are made available for questioning by the Council and other participants in the proceeding. Experts and/or witnesses may not present new evidence or provide direct testimony. For example, if a party or intervenor presents a land survey in their pre-filed testimony, the author or engineer that prepared the land survey must be present at the hearing, sworn in and available to answer questions pertaining to the land survey that are asked by the Council and the other participants in the proceeding.
- F. Cross examination at the hearing:** The Council, applicant, parties and intervenors have an opportunity to cross-examine the witnesses appearing on behalf of the applicant or other parties and intervenors during the hearing. This means that the person conducting the cross-examination asks questions of the witnesses. The applicant and parties and intervenors submit to cross-examination from the Council, the applicant and other parties and intervenors. The order of appearances and cross examination will be governed by a hearing program developed by the Council for the proceeding. Order of appearance is determined by the order in which parties and intervenors were named or admitted by the Council. Typically, the hearing proceeds as follows:
1. Opening Statement from the Council Chairman
  2. Administrative Notice Items of the Council
  3. **Applicant's Appearance**
    - a. Identification of Exhibits (pre-filed testimony, responses to pre-hearing interrogatories)
    - b. Swear Witnesses
    - c. Cross Examination of the Applicant by:
      - i. Council
      - ii. Party
      - iii. Intervenor
  4. **Appearance by Party**
    - a. Identification of Exhibits (pre-filed testimony, responses to pre-hearing interrogatories)
    - b. Swear Witnesses
    - c. Cross Examination of Party by:
      - i. Council



- ii. Applicant
- iii. Intervenor

**5. Appearance by Intervenor**

- a. Identification of Exhibits (pre-filed testimony, responses to pre-hearing interrogatories)
- b. Swear Witnesses
- c. Cross Examination of Intervenor by:
  - i. Council
  - ii. Applicant
  - iii. Party

**6. Oral Limited Appearance Statements/Public Comment Session**

- this portion of the hearing is reserved for members of the public who are not parties and intervenors in the proceeding to express concerns
- members of citizens' groups or associations that have attained party or intervenor status are represented by the group or association and may not also provide oral limited appearance statements

**7. Rebuttal by Applicant:** Limited to facts and evidence addressed during the hearing. No argument or closing statements/remarks will be allowed.

**G. Post-Hearing Procedure:** At the conclusion of the hearing, when the evidentiary record is officially closed, the Council announces a post-hearing schedule for written limited appearance statements, briefs and proposed findings of fact. No new information, no new evidence and no arguments will be considered by the Council.

**1. 30 Day Written Limited Appearance/Public Comment Period:** Written limited appearance statements from the public are accepted within 30 days after the close of the hearing. Parties and intervenors may not submit additional written statements after the close of the evidentiary record.

**2. Post Hearing Brief and Proposed Findings of Fact Schedule:** Parties and intervenors may file a brief with the Council summarizing allegations of fact and statements of position presented during the evidentiary hearing. Parties and intervenors may also submit suggestions of facts in the record for inclusion in the Council's final decision.

**3. Draft Findings of Fact Issued by Council:** The Council will issue draft findings of fact from the record to be issued as part of the final decision. Parties and intervenors will be given an opportunity to identify errors or inconsistencies between the Council's draft findings of fact and the record.

**4. Final Decision:** The Council will make a final decision at a regular Council meeting. The agenda for all Council meetings is published on the Council website. All parties and intervenors to a docket that is on an agenda will receive a copy of the agenda. Although regular Council meetings are open to the public, there is no opportunity for public participation during the meeting. All parties and intervenors will receive a copy of the final decision in the mail.

**LIST OF PARTIES AND INTERVENORS**  
**SERVICE LIST**

Status Granted	Document Service	Status Holder (name, address & phone number)	Representative (name, address & phone number)
<b>Applicant</b>	<input checked="" type="checkbox"/> E-mail	Eco-Site, Inc. and T-Mobile Northeast, LLC	<p>Christopher B. Fisher, Esq.  Daniel M. Laub, Esq.  Cuddy &amp; Feder LLP  445 Hamilton Avenue, 14<sup>th</sup> Floor  White Plains, NY 10601  Phone (914) 761-1300  Fax (914) 761-5372  CFisher@cuddyfeder.com  DLaub@cuddyfeder.com</p> <p>Steve Russo  Northeast Project Manager  Eco-Site  240 Leigh Farm Road, Suite 415  Durham, NC 27707  SRuzzo@eco-site.com</p> <p>Mark Richard  Engineering and Operations  T-Mobile  35 Griffin Road South  Bloomfield, CT 06002  Phone (860) 648-1116  Mark.richard64@t-mobile.com</p>
<b>Party</b>	<input checked="" type="checkbox"/> E-mail	Town of Glastonbury	<p>Richard J. Johnson  Town Manager  Town of Glastonbury  2155 Main Street  P.O. Box 6523  Glastonbury, CT 06033-6523  Phone (860) 652-7500  Fax (860) 652-7505  richard.johnson@glastonbury-ct.gov</p>





RECEIVED

107 Selden Street, Berlin, CT 06037  
P.O. Box 270, Hartford, CT 06141-0270

2017 OCT 31 PM 12:18

Christine L. Vaughan  
Vice President Rates & Regulatory Requirements,  
and Treasurer

TOWN MANAGER

October 27, 2017

Jeffrey R. Gaudiosi, Esq.  
Executive Secretary  
Public Utilities Regulatory Authority  
10 Franklin Square  
New Britain, CT 06051

Re: Docket No. 17-10-\_\_ - Application of The Connecticut Light and Power Company d/b/a Eversource Energy to Amend its Rate Schedules – Notice of Intent

Dear Mr. Gaudiosi:

The Connecticut Light and Power Company d/b/a Eversource Energy (“Eversource” or the “Company”) submits this letter as preliminary notice to the Public Utilities Regulatory Authority (“PURA”) pursuant to R.C.S.A. § 16-1-22(b) that the Company intends to file an application to amend its existing distribution rate schedules to address a revenue operating deficiency. The Company’s application will propose a three-year plan to recover additional revenues for the period May 21, 2018 through May 20, 2019 (“1<sup>st</sup> Rate Year”),<sup>1</sup> May 21, 2019 through May 20, 2020 (“2<sup>nd</sup> Rate Year”), and May 21, 2020 through May 20, 2021 (“3<sup>rd</sup> Rate Year”). The Company’s detailed rate application will be filed on November 22, 2017.

Article 1.3 of the amended Merger Settlement Agreement, which was approved by PURA in Docket No. 12-01-07, requires Eversource to file an application to amend its distribution rates in order to set new rates no later than July 1, 2018.<sup>2</sup> The Company, therefore, is submitting this notice in compliance with that obligation in the amended Merger Settlement Agreement. The Company last filed an application to amend distribution rates almost three and one-half (3½) years ago on June 9, 2014.

The Company’s application will demonstrate that the rate amendment is necessary to enable Eversource to recover investments in the electric distribution system, and the increased costs resulting from those investments like increased taxes and depreciation expense. In addition, the rate amendment is necessary to enable the Company to recover the costs of providing safe and reliable electric service to its 1.2 million electric customers, excellent customer service, and to

<sup>1</sup> May 21, 2018 is 180 days after the date on which the Company’s detailed rate application will be filed on November 22, 2017.

<sup>2</sup> Docket No. 12-01-07, Application for Approval of Holding Company Transaction Involving Northeast Utilities and NSTAR. PURA approved the Merger Settlement Agreement between Northeast Utilities, NSTAR, the Office of Consumer Counsel and the Attorney General in its April 2, 2012 final decision in this docket. On April 20, 2017, PURA approved an amendment to the Merger Settlement Agreement that established July 1, 2018 as the outside date for new rates.



provide a fair return to investors in order to access the funds needed to pay for the poles, wires, structures and systems that are integral to the delivery service it provides to customers. The proposed rates will also include recovery of system resiliency costs that were already approved by PURA in other dockets.

Specifically, the Company's application will demonstrate that the distribution operating deficiency primarily exists due to the substantial amount of capital investment that is being devoted to the Company's electric distribution system to increase its reliability and resiliency. Since the end of the rate year from the Company's last rate case on November 30, 2015 and through the end of the final rate year in this rate case, the Company will invest at least \$2 billion to install and improve electric distribution infrastructure serving the 149 cities and towns within its service territory, with over \$373 million of that investment already spent but not yet included in distribution rates. Rates now need to be updated to reflect these additional investments in the system.

The Company's investment in electric distribution infrastructure improves public safety, increases service reliability, and raises the service quality experienced by customers. This investment has yielded improvements in key performance metrics for electric service. For example, 2016 was one of the Company's best years on record for responding to customer outages. Its average restoration time was six minutes better than the previous year.<sup>3</sup> In addition, overall electric reliability for 2016 – as measured by the average outage time experienced by customers – was among the lowest ever at 84.1 minutes.<sup>4</sup>

In addition to providing safe and reliable service to customers, investment in electric distribution infrastructure is also important to the economy of Connecticut and the 149 municipalities the Company serves. For example, the Company's infrastructure upgrades have a direct impact of supporting jobs and increasing vital property and other taxes. New federal, state and municipal taxes are approximately \$81 million in the 1<sup>st</sup> Rate Year, \$16 million in the 2<sup>nd</sup> Rate Year, and \$12 million in the 3<sup>rd</sup> Rate Year. The Company recognizes that these corollary benefits of a robust, consistent investment program are important to the State and the municipalities it serves.

Moreover, another primary driver of the Company's need for rate relief is increased depreciation expense for electric distribution equipment that continues to deliver reliability. Depreciation is an expense that is directly associated with the Company's capital investment. This expense is also increasing due to the expiration of a bill credit the Company had been providing to customers annually since 2010. Increased depreciation expense is approximately \$79 million in the 1<sup>st</sup> Rate Year, \$10 million in the 2<sup>nd</sup> Rate Year, and \$10 million in the 3<sup>rd</sup> Rate Year.

These three factors combined – increased investments in the electric system, taxes and depreciation – account for approximately 72%, 71% and 79% of the Company's operating deficiency for the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Rate Years, respectively.

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<sup>3</sup> Docket No. 86-12-03, CL&P Transmission And Distribution Reliability Performance Report ("TDRP"), filed March 31, 2017 in compliance with Order No. 12, TDRP at Page 3.

<sup>4</sup> Id.

The Company is providing copies of this notice today by mail or personal delivery to the Governor of the State of Connecticut, the chief executive officers of every municipality located within the Company's franchise area, and the Office of Consumer Counsel.

In addition, as required by R.C.S.A. §§ 16-1-22(b) and 16-1-53a and by Paragraph 1.1 of PURA's Standard Filing Requirements for Large Public Utility Companies, the Company provides the following information:

1. In its rate amendment application, the Company will request that PURA review and approve recovery of the following:

- (a) A distribution revenue operating deficiency of approximately \$255.8 million for the 12-month 1<sup>st</sup> Rate Year beginning May 21, 2018.<sup>5</sup> This represents an average increase of approximately 6.79 percent over total currently authorized overall revenues for all customers and rate classes combined.
- (b) A distribution revenue operating deficiency of approximately \$45 million for the 12-month 2<sup>nd</sup> Rate Year beginning May 21, 2019. This represents an average increase of approximately 1.12 percent over the previous year's proposed overall revenues for all customers and rate classes combined.
- (c) A distribution revenue operating deficiency of approximately \$36 million for the 12-month 3<sup>rd</sup> Rate Year beginning May 21, 2020. This represents an average increase of approximately 0.88 percent over the previous year's proposed overall revenues for all customers and rate classes combined.

2. The Company's request for rate relief will result in changes to various subcomponents of the Company's rates and rate design. The exact nature of any changes will ultimately depend upon the nature of the allocations that PURA determines in this and other related proceedings.

3. The service area to be included in the application is as shown in Exhibit 1.

4. A list of the municipalities and the names and addresses of the municipal chief executive officers to whom this notice was sent is shown on Exhibit 2.

5. The test year is the 12-month period ending December 31, 2016 and the date certain (last day of test year) is December 31, 2016.

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<sup>5</sup> The 1<sup>st</sup> Rate Year operating deficiency of \$255.8 million reflects an \$8 million adjustment related to incremental system resiliency costs that PURA previously approved in Docket Nos. 12-07-06, Application of the Connecticut Light and Power Company for Approval of its System Resiliency Plan, Jan. 16, 2013 Decision, and Docket No. 12-07-06RE01, Application of the Connecticut Light and Power Company for Approval of its System Resiliency Plan, June 3, 2015 Decision.

Respectfully submitted,

THE CONNECTICUT LIGHT AND POWER COMPANY d/b/a EVERSOURCE ENERGY

Christine L. Vaughan

Christine L. Vaughan

Vice President Rates & Regulatory Requirements, and Treasurer

Eversource Energy Service Company

On Behalf of CL&P d/b/a Eversource Energy

Ex. 1 – Map of franchise area

Ex. 2 - List of municipalities, and the names and addresses to whom this notice was sent



**GLASTONBURY TOWN COUNCIL  
REGULAR MEETING MINUTES  
TUESDAY, OCTOBER 24, 2017**

The Glastonbury Town Council with Town Manager, Richard J. Johnson, in attendance, held a Regular Meeting at 7:00 p.m. at the Council Chambers of Town Hall, 2155 Main Street, Glastonbury, Connecticut.

**1. Roll Call**

*Council Members*

Dr. Stewart Beckett III, Chairman  
Mr. Whit C. Osgood, Vice Chairman  
Mrs. Jill Barry  
Ms. Karen Boisvert  
Mr. Lawrence J. Byar  
Mr. Kurt P. Cavanaugh  
Mr. William T. Finn  
Mr. Thomas P. Gullotta {excused}  
Mrs. Cara T. Keefe {excused}

**(a) Pledge of Allegiance.**

*Led by Chairman Beckett*

**2. Public Comment**

Chairman Beckett said there was an article in the Citizen suggesting that the "public hearing" was cut off. He said that they allow "public comment" on any subject the first half hour of every meeting but that "public hearings" are scheduled for 8pm and while each are limited in time, the public can speak until there are no other speakers. He continued saying that it was the public comment that had exceeded the half hour but Mrs. Barry motioned to allow it to continue which was passed and all speakers with interest to do so, had the opportunity to speak.

*Ms. Denise Weeks of 334 Hollister Way West* said that she goes by the town hall a few times a day and has taken note of three to four cars in line waiting to exit the only open road into the complex. She expressed concern about discouraging voters and suggested the police get involved for traffic control as well as improved signage. Regarding the cell tower at Woodland Street, she said that she broke down on Hopewell Road and she and her husband really struggled with the inability to get service. She said while it ultimately worked out okay, it is a serious safety concern.

**3. Special Reports.**

**(a) Status report – Revaluation process – October 1, 2017.**

Assessor Nicole Lintereur reviewed her memo to the Town Manager on the subject dated October 20, 2017. Chairman Beckett asked when the mailers would be going out and Assessor

Lintereur replied saying by the end of the month. Vice Chairman Osgood asked if it was too late to get a sense of the results to which Assessor Lintereur said yes.

**4. Old Business.**

*None*

**5. New Business.**

**(a) Action on renewal of leases – Gideon Welles House – Emmy Lou’s and EB Taylor.**

Mr. Johnson reviewed his memo to the Council on the subject dated October 20, 2017, noting the escalation of 2.25% in each of the three years. Mr. Byar asked if the rates were market. Mr. Johnson said that when they evaluated it, they were just a little below the midpoint because of the lack of modern amenities given the age of the buildings. Vice Chairman Osgood asked about extension clauses. Mr. Johnson said that this was three years with the same at the end as there is currently.

**Motion By:** Mr. Cavanaugh

**Seconded By:** Mrs. Barry

BE IT RESOLVED, that the Glastonbury Town Council hereby authorizes a new three (3) year lease term effective 2017 through 2020 with Emmy Lou’s LTD and EB Taylor Photography for the town-owned Gideon Welles House, as described in a report by the Town Manager dated October 20, 2017.

**Result:** Motion carries {7-0-0}

**(b) Action on amendment to fee structure – Riverfront Community Center rentals.**

Mr. Johnson reviewed his memo to the Council on the subject dated October 20, 2017. Ms. Kristen Michaels, banquet manager, reviewed the proposed changes in some detail in order to bring them up to market and simplify them. She noted that nonprofits get 10 free hours every year. Mr. Byar noted some are big changes and some not, asking if they weren’t covering expenses before. Mr. Johnson said that it is difficult for the revenue to cover all the costs but want to be market for the very popular venue. Mr. Byar asked about utilization rate hoping that the increases wouldn’t discourage booking. Ms. Michaels said it was booked every weekend. Mr. Byar expressed support. Mr. Cavanaugh asked how a GHS High School reunion is considered. Ms. Michaels said that it is considered associated with the Board of Education and town. Mr. Johnson said that they would once have been considered private but changed how they were viewed in 2007. Chairman Beckett said it looked great and makes sense.

**Motion By:** Mr. Cavanaugh

**Seconded By:** Mrs. Barry

BE IT RESOLVED, that the Glastonbury Town Council hereby amends the Schedule of Fees and Charges for the Riverfront Community Center, dated October 24, 2017, as described in a report by the Town Manager dated October 20, 2017.

**Disc:** Mr. Johnson said that they would be effective for reservations made after January 1, 2018. Vice Chairman Osgood suggested they review annually so as to avoid big changes such as this.



**Result:** Motion carries {7-0-0}

**6. Consent Calendar.**

*None*

**7. Town Manager's Report.**

Mr. Johnson reviewed his memo to the Council on the subject dated October 20, 2017, noting the hiring of a new Chief of Police, Marshall Porter and the new Director of Finance, Julie Twilley. He talked about their backgrounds and then also thanked Mr. Greg Simmons, Interim Finance Director, for his work and for staying on for a short time to help with transition. Chairman Beckett asked about Academy voting and construction. Mr. Johnson said that the speaker made good suggestions, he has been working with the Registrar of Voters on a plan which will include signage and would talk again with the Police Chief about traffic.

Mr. Byar congratulated Mr. Johnson for the two hires and asked about information provided on the town hall. Mr. Johnson said that he had received some questions on the town hall. He said that many are normal maintenance items that they are trying to address in the most cost effective way. He said that they don't meet the zoning requirements for parking and it hadn't been resurfaced since the 80's or even the 60's. He said that the surface and drainage structures were crumbling. He said that they are repaving and providing lighting for safety. He emphasized that aligning the drive with Douglas has been a recommendation of Public Safety for a long time and the work is being done in-house with a materials cost of \$13,000. He said that the sliders create a wind tunnel in the building leaving staff to try and keep warm on their own. He said that the information center will allow relocating some services from Probate that will bring in \$50,000 annually. He emphasized that he would like to think that the project is well thought out, there are numerous benefits and it is cost effective.

Mr. Cavanaugh noted that they try to give the crew one big project per year confirming that this is the project this year. Vice Chairman Osgood asked when the Hopewell repaving project would be done and Mr. Johnson thought it would be done within a couple of weeks. Vice Chairman Osgood asked about the amnesty days and Mr. Johnson said that they were very well received.

**8. Committee Reports.**

**(a) Chairman's Report.**

Chairman Beckett said that Mrs. Keefe couldn't be here due to an ill child at home but wanted to recognize her for her service. He also noted that Ms. Boisvert wouldn't be returning and thanked her for her service as well. Ms. Boisvert thanked her colleagues for their support saying it was also a pleasure to work with Mr. Johnson, his staff, Board of Education and their staff. She thanked the citizens most of all for their support.

**9. Communications.**



- (a) Letter from CT Siting Council in respond to Town's request for intervenor status – communications tower at 63 Woodland Street.

**10. Minutes**

- (a) Minutes of October 10, 2017 Council Meeting.

*Motion By:* Mr. Cavanaugh

*Seconded By:* Mrs. Barry

BE IT RESOLVED, that the Glastonbury Town Council hereby approves the minutes as submitted for the regular meeting held October 10, 2017.

*Result:* Motion passes unanimously. (7-0-0)

**11. Appointments and Resignations.**

*None*

**12. Executive Session.**

- (a) Potential property acquisition.

*Motion By:* Mr. Cavanaugh

*Seconded By:* Mrs. Barry

BE IT RESOLVED, that the Glastonbury Town Council hereby enters executive session at 7:41pm for the purposes of discussing a potential property acquisition.

*Result:* Motion passes unanimously. (7-0-0)

*Present for the executive session were Dr. Stewart Beckett III, Chairman, Mr. Whit C. Osgood, Vice Chairman, Mrs. Jill Barry, Ms. Karen Boisvert. Mr. Lawrence J. Byar, Mr. Kurt P. Cavanaugh and Mr. William T. Finn with Mr. Richard J. Johnson, Town Manager.*

*Motion By:* Mr. Cavanaugh

*Seconded By:* Mrs. Barry

BE IT RESOLVED, that the Glastonbury Town Council hereby exits executive session at 7:55pm.

*Result:* Motion passes unanimously. (7-0-0)

**PUBLIC HEARING AND ACTION ON PUBLIC HEARING – 8:00 P.M.**

**NO. 1 \$600,000 TRANSFER FROM THE CAPITAL RESERVE/UNASSIGNED FUND  
BALANCE TO CAPITAL PROJECTS – SCHOOL AIR-CONDITIONING**

*Ms. Denise Weeks of 334 Hollister Way West* advocated for air conditioning criticizing comments that it is too expensive when money is being spent on the town hall. She urged them to vote for the children to have a healthy learning environment.

*Ms. Deb Carroll of 17 Green Briar* hoped they would vote for the much needed project for the health and well-being of the town's children. She said if they didn't vote, then either they were

not acting in good faith sending it to the Board of Finance or they were not acting in the best interest of the children.

**Ms. Pam Lockard of 10 Southgate Dr** urged the Council to move on the air conditioning saying that as a retired teacher, it is very difficult for the teachers and children to function.

**Dr. Alan Bookman, Superintendent,** thanked the Council and Board of Finance for their support of the project.

**Mrs. Susan Karp of 32 Rampart Drive,** thanked the Town Council Members supporting the project to go to the Board of Finance and the Board of Finance for their support. She also thanked the parents, teachers, students and staff for allowing their voices to be heard. She hoped it would be unanimous tonight pledging to make the project the most cost effective as possible. She looked forward to putting the focus back on teaching and learning.

**Mr. Luther Weeks of 334 Hollister Way West** raised the research out of Harvard which said that for every 5 days lost to extreme temperatures, 2% of learning is lost which equates to \$6-8M per year. He said whether it is \$1.6M or \$2.7M, it will all be earned back in the spring. He emphasized that students enduring the temperatures for all elementary years are a year behind when they move on to middle school.

Mrs. Barry said it took them a long time to get there but they are here and while disappointed they didn't get approval for the whole project, she was pleased to move it forward. Mr. Finn noted not the entire Board of Finance was present for the meeting but that the project went through the cycle and he was pleased with the \$1.6M was more manageable than \$20M when it started. He expressed support to get the design done. Mr. Byar said he always supported school air conditioning and once had proper documentation, they were able to move it forward. He said that he was disheartened by political mailings to the contrary. Chairman Beckett reiterated that the Town Council voted for school air conditioning two years ago and it has taken two engineering studies to date. He said that while not all is known yet, they are closer.

**Motion By:** Mr. Cavanaugh

**Seconded By:** Mrs. Barry

BE IT RESOLVED, that the Glastonbury Town Council hereby approves a \$600,000 appropriation and transfer from the Capital Reserve-Unassigned Fund Balance to Capital Projects-School Air-Conditioning for design, specifications, cost estimating and electrical upgrades for elementary school air-conditioning, as described in a report by the Town Manager dated October 20, 2017 and as recommended by the Board of Finance.

**Disc:** Vice Chairman Osgood thanked the teachers, students and public for coming out saying that indeed, they are making progress. He added that in line with the Board of Finance, there are adequate funds in the Capital Reserve.

**Result:** Motion passes unanimously. (7-0-0)

**13. Adjournment**

**Motion By:** Mr. Cavanaugh

**Seconded By:** Mrs. Barry

BE IT RESOLVED, that the Glastonbury Town Council hereby adjourns their regular meeting of October 24, 2017, at 8:13 pm.

**Result:** Motion passes unanimously {7-0-0}.

Respectfully submitted,

***Kimberly Meanix Miller***

Kimberly Meanix Miller  
Recording Clerk



Stewart Beckett, III  
Chairman



**ITEM #14(A)**  
**11-14-2017 Organizational Meeting**

BE IT RESOLVED, that the Glastonbury Town Council appoints Kimberly Meanix Miller to serve as Clerk of the Council for the 2017-2019 Town Council.

**ITEM #14(B)**  
**11-14-2017 Organizational Meeting**

BE IT RESOLVED, that the Glastonbury Town Council appoints Yolanda O'Lenick to serve as Alternate Clerk of the Council for the 2017-2019 Town Council.

**ITEM #14(C)**  
**11-14-2017 Organizational Meeting**

BE IT RESOLVED, that the Glastonbury Town Council appoints \_\_\_\_\_ to  
serve as the Town Council Representative to the Capitol Region Council of Governments.

ITEM #14(D)  
11-14-2017 Organizational Meeting

From: Sharon Purtill sharon.purtill@att.net  
Subject: Re: TPZ  
Date: November 4, 2017 at 12:53 PM  
To: Jason jay.boothroyd@gmail.com  
Cc: judy stearns judyastearns@att.net

RECEIVED

2017 NOV -9 PM 12: 04

Hi Jay - congratulations! I wish you the best of luck and good fortune!!

TOWN MANAGER

When will you be leaving tpz?

I've copied Judy Stearns in this email so the Town Committee will know and can find a replacement

Regards,  
Sharon  
Sent from my iPhone

On Nov 4, 2017, at 12:30 PM, Jason <jay.boothroyd@gmail.com> wrote:

Hi Sharon,

I recently accepted a new position at work that will relocate me to Portland Oregon. I'll definitely miss Glastonbury but this is an exciting opportunity for me and the family. I don't know what the process is, but obviously I will no longer be able to serve on TPZ.

Is letting you know sufficient or should I email Khara and/or Glynis?

Thanks,

Jay



RECEIVED  
2017 NOV -9 PM 12:04  
TOWN MANAGER

**TOWN OF GLASTONBURY**  
**NOTICE OF APPOINTMENT**

Joyce P. Mascena  
Town Clerk  
2155 Main Street  
Glastonbury, CT 06033

Date: 11-9-17

This is to certify that the Glastonbury Town Council, at its meeting on \_\_\_\_\_  
(Date)

appointed Ray Hassett  
(Name)

35 Pilgord Road telephone: 860-633-5426  
(Address)

to the TPZ  
(Board, Commission, Committee)

This appointment was made to fill the vacancy left by: Jay Boothroyd  
(Name)

141 Coleman Road  
(Address)

☐ Renomination of present appointment  
☐ New appointment

Term of office: From 2017 To 2019

Political affiliation: R

All members of any public agency must be sworn in by the Town Clerk or her assistant. This includes newly elected and appointed members, as well as any member reappointed or re-elected.

Signed: Judith Starns for Rob Lynn  
Town Committee Chair

Signed: \_\_\_\_\_  
Council Clerk

RECEIVED  
2017 NOV -9 PM 2:06

TOWN MANAGER

Lawrence E. Niland  
3271 Hebron Avenue  
Glastonbury, CT 06033

9 November 2017

Charles Murray  
Chairman  
Glastonbury Democratic Town Committee

Dear Charlie,

In light of my recent election to the Glastonbury Town Council, I hereby resign my position from the Planning and Zoning Commission effective immediately.

I am grateful for having the opportunity to serve on the Commission.

Sincerely,

Lawrence E. Niland



RECEIVED

Charles Murray &lt;cfmurrayglastonbury@gmail.com&gt;

2017 NOV -9 PM 2:06

**Resignation from Planning and Zoning Commission**

2 messages

Lawrence Niland <liland@gmail.com>  
To: charlie murray <cfmurrayglastonbury@gmail.com>

Thu, Nov 9, 2017 at 12:34 PM

Charlie,

Please see attached my resignation letter from the Glastonbury Planning and Zoning Commission in light of my election to the Glastonbury Town Council.

Larry

**Resignation from Planning and Zoning to Charles Murray.pdf**

171K

Lawrence Niland <liland@gmail.com>  
To: sharon.purtill@att.net  
Cc: charlie murray <cfmurrayglastonbury@gmail.com>

Thu, Nov 9, 2017 at 12:39 PM

In light of my recent election to the Glastonbury Town Council, please find attached my resignation letter from the Planning and Zoning Commission. If there is anyone else that I need to inform, please let me know.

Larry

**Planning and Zoning Niland Resignation.pdf**

176K



RECEIVED

2017 NOV -9 PM 2:06

TOWN MANAGER

**TOWN OF GLASTONBURY**  
**NOTICE OF APPOINTMENT**

Date: November 9, 2017

Joyce P. Mascena  
Town Clerk  
2155 Main Street  
Glastonbury, CT 06033

This is to certify that the Glastonbury Town Council, at its meeting on \_\_\_\_\_  
(Date)

appointed Jacob (Jake) McChesney, 48 Mark Drive, Glastonbury, CT 06033

telephone: 516 680 7739, email jake.lee.mcchesney@gmail.com

As Justice of the Peace

This appointment was made to fill the vacancy left by: Lawrence (Larry) Niland, 3272 Hebron Avenue, Glastonbury, CT 06033

☐

Renomination of present appointment

☐

New appointment

Term of office: From November 14, 2017 To January 2, 2019

Political affiliation: Democrat

All members of any public agency must be sworn in by the Town Clerk or her assistant. This includes newly elected and appointed members, as well as any member reappointed or re-elected.

Signed:

\_\_\_\_\_  
Charles Murray  
Town Committee Chair

11-9-2017

Signed:

\_\_\_\_\_  
Council Clerk